

Maine Judicial Branch

Detailed Instructions for Requesting Elevated Access to Electronic Court Records

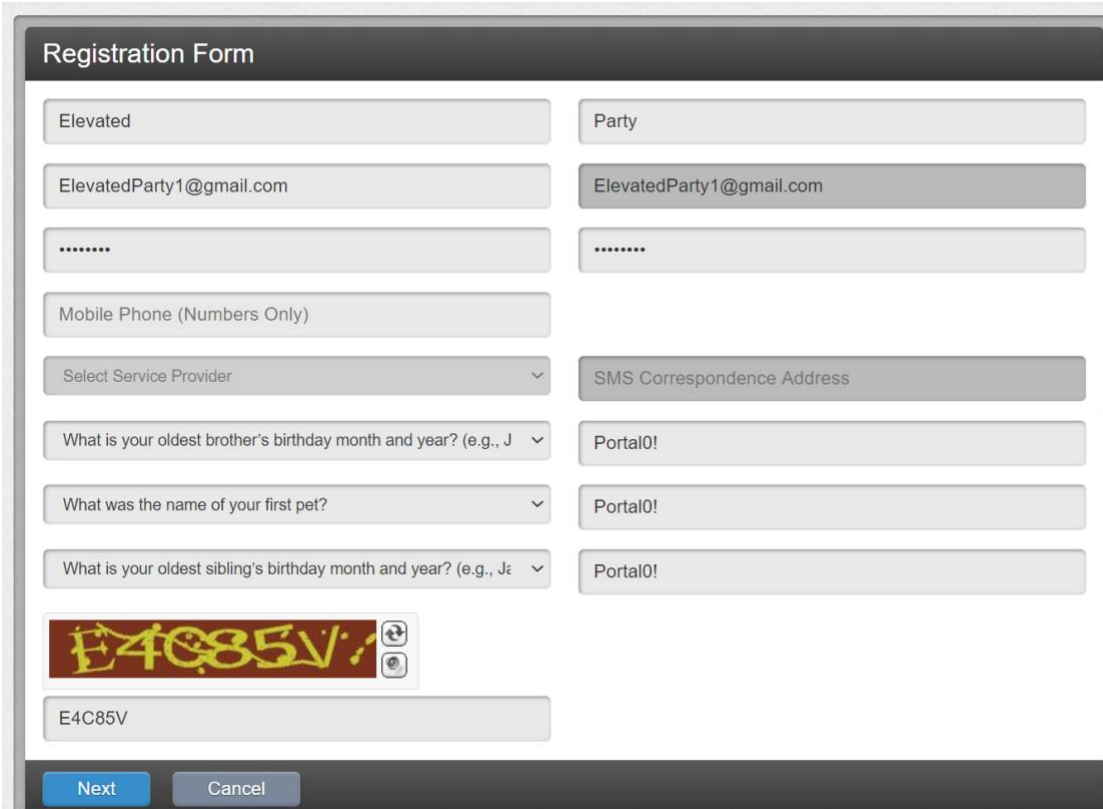
Case parties and attorneys of record can access their electronic court case files via the [Odyssey Portal](#). Access to cases and related documents is governed by the [Maine Rules of Electronic Court Systems](#). While some court records and case types are publicly accessible and can be searched and viewed without having to register for a user account, others will require the user to register for an account on the Odyssey Portal and request elevated access before being able to view all court records. Once a request is approved, parties and attorneys can search for and access their nonpublic case information and documents. Please follow the steps below to register for an Elevated Odyssey Portal User Account.

Step 1- Register for a user account on the Odyssey Portal

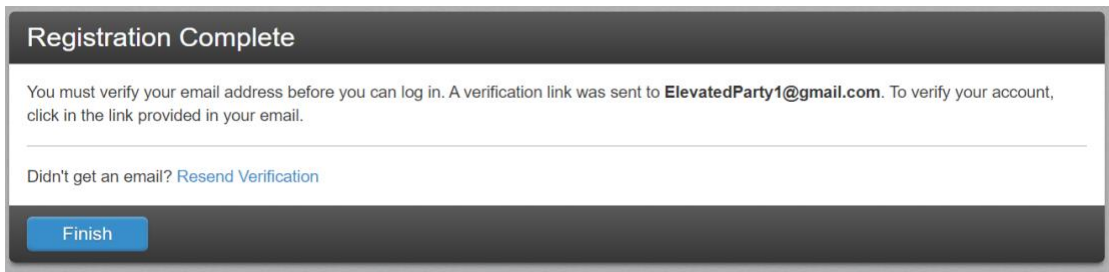
- a. Go to the [Odyssey Portal](#), select Register from the Register/Sign In option from the upper right of the screen. Please note: if you have already registered for an account on the Portal, go to Step 2.



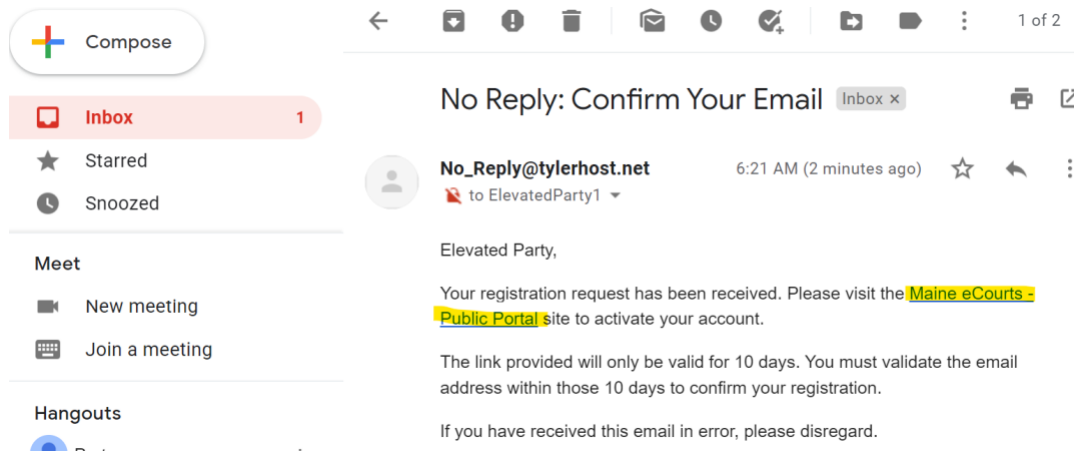
- b. Complete the Registration Form and click **Next**.

A screenshot of the 'Registration Form' interface. The form is divided into two columns of input fields. The left column contains: 'Elevated' (text), 'ElevatedParty1@gmail.com' (text), a masked password field, 'Mobile Phone (Numbers Only)' (text), 'Select Service Provider' (dropdown), 'What is your oldest brother's birthday month and year? (e.g., J)' (dropdown), 'What was the name of your first pet?' (dropdown), 'What is your oldest sibling's birthday month and year? (e.g., J)' (dropdown), a CAPTCHA image showing 'E4C85V', and a text input field containing 'E4C85V'. The right column contains: 'Party' (text), 'ElevatedParty1@gmail.com' (text), a masked password field, 'SMS Correspondence Address' (text), and three 'Portal0!' (text) fields. At the bottom, there are 'Next' and 'Cancel' buttons.

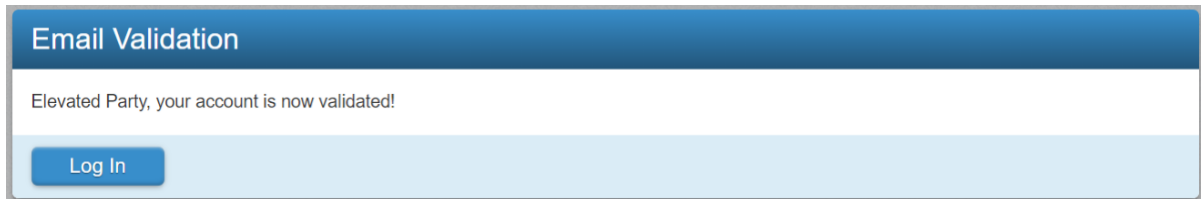
- c. A “registration complete” message will be displayed, and an email will be sent to the email address you registered with.



- d. Open the registration email and click on verification link provided.



- e. Once you click on the verification link, you will receive the message below:



Step 2- Sign in to your user account on the Portal and Select “Party” Access

- a. After signing into your account on the Portal you will see a screen specifying the type of access you are requesting. Select “Party” if you are a party in a case where eFiling has been implemented **OR** an attorney of Record. (“Party” is the only option.) Click submit.

Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role

PARTY
▼

What's Included

- Smart Search Portlet
- Online Payments Portlet

Home

Submit

b. You will receive a message to confirm your request has been submitted and that you will be notified of status changes via email. You can close the window or click [Home] to sign out.

Your access request has been submitted.
 You will be notified of any status change via email.

Home

Step 3- Submit a completed Elevated Access Request Form to any clerk’s office.

To finish activating your elevated user account, you must submit an Odyssey Portal Elevated Access Request Form. ***This form must be submitted in person at any clerk’s office with one form of positive ID OR submitted after notarization before the request can be processed.*** You may submit the form by mail if it is signed by a notary public. If the form is NOT signed by a notary public, you can only submit it by appearing at a courthouse and providing it to the clerk along with your picture ID. To learn more, visit <https://www.courts.maine.gov/ecourts/index.html>.

Please note that it may take 3-5 business days to activate your account. Once your account is activated, you will receive an email notification informing you that elevated access has been granted.

